



PYGMA CONSULTING (PTY) LTD
(Registration number: 2006/021196/07)

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT, ACT NO 2 OF 2000 ("THE ACT")**



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1. INTRODUCTION

The manual is to be used to assist potential requestors of information (“requestor”), as to the procedure to be followed when requesting access to information or documents from Pygma Consulting, as contemplated in terms of the Act.

This manual may be amended from time to time, in which case the latest version of the manual will be made public as soon as possible thereafter.

Any requestor is advised to contact Nema Habib should any assistance in respect of the utilisation of this manual and/or the requesting of information or documents is required.

The following words will bear the following meaning in this manual:

| | |
|-------------------|--|
| “the Act” | shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published in terms thereof from time to time; |
| “the/this manual” | shall mean this manual together with all annexures thereto as available at the offices of Pygma Consulting from time to time; |
| “Pygma” | shall mean Pygma Consulting (Pty) Ltd as set out in part 9 page 13 of this manual; |
| “SAHRC” | shall mean the South African Human Rights Commission. |



2. CONTACT DETAILS (Section 51(1)(a) of the Act)

| | |
|---------------------------------------|---|
| Name of Body: | Pygma Consulting (Proprietary) Limited |
| Managing Director: | Mandla Msimang |
| Appointed Information Officer: | Nema Habib |
| Address: | First Floor, Block A, Upper Grayston Office Park, 150 Linden Street, Strathavon, Sandton 2146 |
| Postal Address: | PO Box 651360 |
| Telephone: | +27 11 783 1210 |
| Fax: | +27 11 783 0747 |
| E-mail: | info@pygmaconsulting.com |



3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)

Section 10 of the Act requires the SAHRC to compile a guide containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide is available at the offices of the SAHRC and on its website.

Contact Details of the South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041

Telephone: +27 11 484 8300
Fax: +27 484 0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za



4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)

At this stage no notice(s) has/have been published.



5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

(Section 51(1)(d) of the Act)

Pygma keeps information/documents in accordance with the following legislation (please note that this is not an exhaustive list):

- Companies Act, No 71 of 2008
- Basic Conditions of Employment Act No.75 of 1997
- Electronic Communications Act, No 36 Of 2005
- Compensation of Occupational Injuries and Diseases Act No.130 of 1993
- Electronic Communications and Transactions Act No.25 of 2002
- Income Tax Act 89 of 1991
- Value-Added Tax Act No.89 of 1991
- Labour Relations Act No.66 of 1995
- Employment Equities Act No.55 of 1998
- Skills Development Act, N. 97 of 1998
- Skills Development Levies Act No.9 of 1999
- Promotion of Access to Information Act No.2 of 2000
- Insolvency Act, No.24 of 1936
- Trade Marks Act, 194 of 1993
- Copy Right Act, No 98 of 1978
- Unemployment Insurance Act, No 30 of 1966
- Unemployment Insurance Contributions Act, No. 4 of 2002



6. DOCUMENT INFORMATION HELD BY PYGMA CONSULTING IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

The documents / information listed herein below pertain to the day-to-day management of the business of Pygma:

- Company documentation: availability determined upon request
- Departmental records: availability determined upon request
- Marketing agreements: availability determined upon request
- Financial documentation: availability determined upon request
- Employment contracts: availability determined upon request
- Trademark documentation: availability determined upon request
- Domain name registrations: availability determined upon request
- Internal policies and procedures: availability determined upon request
- Personnel records: availability determined upon request
- Client records: availability determined upon request

It is recorded that access to the documents may be protected by privacy or the grounds of refusal set out in the Act. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act and other applicable legislation.



7. OTHER INFORMATION AS MAY BE PRESCRIBED (Section 51(1)(f))

This section is not applicable.



8. AVAILABILITY OF THE MANUAL (Section 51(3) of the Act)

8.1 This manual is available for inspection at the offices of Pygma Consulting, free of charge.

8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Pygma Consulting.

8.3 The manual can also be accessed on the website of the SAHRC (www.sahrc.org.za) and on the company's website (www.pygmaconsulting.com).



9. FORM OF REQUEST (Section 53(1) of the Act)

REQUEST FOR ACCESS TO RECORDS OF A PRIVATE BODY

(Section 53(1) of the promotion of Access to Information Act, 2000 (Act 2 of 2000)

(Regulation 10)

A. PARTICULARS OF PRIVATE BODY

The Head:

B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

- a) The particulars of the person who requests access to the record must be recorded below.
- b) Furnish an address and/or fax number in the Republic to which information must be sent.
- c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: _____

Identity Number: _____



Postal address: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

Capacity in which request is made, when made on behalf of another person:

C. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

This section must be completed only if a request of information is made on behalf of another person

Full names and surname: _____

Identity Number: _____



D. PARTICULARS OF RECORD

- a) Provide full particulars of the record to which access is requested including the reference number if that is known to you, to enable the record to be recorded.*
- b) If the provided space is inadequate please continue on a separate page and attach it to this form. The requester must sign all the additional pages.*

Description of record or relevant part of the record: _____

Reference number (if available): _____

Any further particulars of the record: _____

E. FEES

- a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.*
- b) You will be notified of the amount requested to be paid as the request fee.*
- c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- d) If you qualify for exemption of the payment of any fee, please state the reason therefore.*



Reason for exemption from payment of fees: _____

F. FORM OF ACCESS TO RECORD

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 – 4 hereunder, state your disability and indicate in which form the record is required:

Disability: _____

Form in which access is required: _____

Note:

- The form in which access to the information is available will determine whether it is possible to provide the information in the requested format.
- The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

Indicate the access required:

- Copy of record/Image
- Inspection of record/View Image
- Transcription of soundtrack/images
- Listen to soundtrack
- Printed copy of record
- Copy in computer readable format



1. If the record is in written or printed form:
2. If record consists of visual images
3. If record consists of recorded works or information which can be reproduced by sound
4. If record is held on computer or in an electronic or machine readable form

Explain why the requested record is required for the exercising or protection of the
aforementioned right: _____



H. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

You will be notified in writing whether your request has been approved/denied.

Signed at _____ this _____ day of _____ 20_____

SIGNATURE OF REQUESTER .PERSON
ON WHOSE BEHALF REQUEST IS MADE



10. PRESCRIBED FEES

- The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof
- The fee for reproduction referred to in regulation 11(1), is as follows:
 - For every photocopy of an A4-size page or part thereof R1,10
 - For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form R 1,00
- For a copy in a computer-readable form R 70,00
- For a transcription of visual images, for an A4-size page or part thereof R40,00
- For a copy of visual images R60,00
- For a transcription of an audio record, for an A4- size page or part thereof R20,00
- For a copy of an audio record R30,00
- The request fee payable by a requester, other than a personal requester is R50,00
- To search for the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and operation
- For purposes of section 54(2) of the Act, the following applies :-
 - Six hours as the hours to be exceeded before a deposit is payable
- The actual postage is payable when a copy of a record must be posted to a requester.